

August 2005

**GUIDELINES FOR PREPARING THE WiSACWIS
BUDGET FORM; THE WiSACWIS COUNTY STAFFING FORM,
THE WiSACWIS EQUIPMENT SUMMARY FORM
AND THE REQUIRED WiSACWIS QUARTERLY REPORT**

1. WiSACWIS OPERATIONAL/ONGOING BUDGET Instructions:

The completion of this form is **required** to update ffy5 and ffy6 budgets as well as complete the **request for any new ffy7 budget**. Completion of this document is used to generate the Calendar year WiSACWIS contract addendum for qualifying operational/ongoing WiSACWIS costs.

If your county was not going to update or request any additional budget, could you please e-mail both Paul Minkus and Delores Madigan to that effect – so that we can know when we request budget authority approval thru June 2007 from the Federal Government, the amount will be adequate to cover actual expenditures.

The calendar year Contract addendum titled “WiSACWIS-Ongoing Charges and Pass Through” language allows the county to identify and claim 50% reimbursement for unique WiSACWIS related staffing and equipment costs. In addition, it specifies **the amount the county will be billed for operational/on-going WiSACWIS charges**.

Reimbursement is treated as a pass through to the county and isn’t subject to the limitations of the State/County Contract where the costs could become part of the County Overmatch..

A. What to consider when preparing the budget request.

Budget for WiSACWIS related costs that can be identified and documented as being WiSACWIS related may be included in the request. (NOTE: CPS staff time using WiSACWIS as part of their routine work should **not** be part of the county’s WiSACWIS budget. That staff is part of the community aids budget.)

CPS Supervisors – Activities may include training in WiSACWIS for new supervisors

CPS Line Staff – Activities may include training in WiSACWIS for new staff

IT Technical Support - county or contracted staff who are **not** in the Random Moment Time Study (RMTS). Activities include support of WiSACWIS , on-going system maintenance and support of other activities.

Other County Staff –General - Any activities of county staff (e.g. financial, personnel, Etc.) that support the WiSACWIS system in the county. See note below.

NOTE: If the county will be claiming WiSACWIS funds for any portion of these staff activities, the portion of costs to be claimed as WiSACWIS **must not** be included on the CARS profile 301 (social service cost pool) or the AMSO (agency support and overhead) portion of the county’s cost allocation plan. Also the routine use of the system by CPS supervisors, line staff and agency management (e.g. Director, Deputy) are **not** to be included in the operational/ongoing WiSACWIS budget.

If costs (e.g. for IT staff, accounting staff , personnel staff, etc.) would normally be included in the allocation of county wide costs to all county departments from central service units, and your county deems these staff are WiSACWIS dedicated, then staff would have to be removed from the county cost allocation plan. A county should determine whether it is to their financial advantage to remove these costs from the cost allocation plan and claim them under WiSACWIS. The County will need to work closely

with the firm that is preparing the Countywide Cost Allocation to insure that costs are treated consistently and are not claimed improperly.

2. WiSACWIS COUNTY STAFFING FORM:

- A. Indicate the % of the FTE(s) for which the county will be claiming federal funds and then cost this out for each federal fiscal year for which costs will be claimed. E.g. 20% of 1 FTE CPS manager X \$40,000 (annual salary/fringe = \$8,000)
- B. Add up all the FTE's, the percents that they will be charged to WiSACWIS and their costs for each category (e.g. CPS Supervisors). Place the cost information on the WiSACWIS county budget form.

3. WiSACWIS County Hardware and Software Procurement Worksheet and County personnel roster

- A. Any purchase of computer hardware and/or software as part of the WiSACWIS Operational/ongoing budget submissions to the Department must provide supporting information that is required by the federal government. The questions that need to be addressed are:
 - 1. Is the hardware or software to be purchased from State or County contracts established through a competitive bid process? (E.g.. state/county purchasing/bid process or sole source, etc)?
 - 2. Is each purchase (over \$5,000) made solely for WiSACWIS operational/ongoing use? If there are other County specific applications sharing use of the declared hardware/software items, then those items must be pro-rated or cost allocated between systems (Office automation including e-mail can be disregarded).
 - 3. Is each individual item that exceeds the \$5,000 cost threshold identified?
 - 4. Which employees will be using the equipment and is their job function directly related to WiSACWIS use?
- B. Please complete a county worker roster to accompany this worksheet. (tab 2 in the workbook.)

NOTE: The federal government must pre-approve contracts over \$100,000. A county should consider this when developing their budget. Also the federal review/approval could delay the issuance of the WiSACWIS contract addendum. However, when the addendum is issued, it will cover the full budget period.

4. WiSACWIS QUARTERLY REPORT INSTRUCTIONS

The Quarterly Report must be completed by all counties that have a WiSACWIS contract addendum. The costs must be broken in the categories provided on the form as these were categories identified by the federal government. The totals should equal the CARS profile 332 total.

Completed Quarterly Report forms are due to the WiSACWIS accountant as follows:

January-March quarterly report due May 31
April-June quarterly report due August 31
July-September quarterly report due November 30
October-December quarterly report is due February 28. If a revised final CARs report is submitted after this date, please send in a revised quarterly report by March 31.

In summary:

The revised forms identified above as well as these instructions will be placed on the WiSACWIS website. The prior versions of the reports and instructions will be deleted.

All completed forms must be submitted to:

Paul Minkus, Contract Liaison in the Division of Children and Family Services at P O Box 8916, Madison, WI 53708-8916. **E-mail address is minkupm@dhfs.state.wi.us.**
Phone # is 608-266-8420.

And

Delores Madigan, WiSACWIS Accountant in the Division of Management & Technology at P O Box 7850, Madison, WI 53707-7850. E-mail address is madigdm@dhfs.state.wi.us.
Phone # is 608-266-2349.

If you need any assistance in completing the forms, do not hesitate to contact Paul or Delores at the addresses listed above.